

MEMORANDUM

TO: Residential and Commercial Contractors, Homebuilders, Homeowners, All Permit Applicants

FROM: William D. Dupler, Department Director

DATE: December 10, 2002

SUBJECT: CHANGES IN INSPECTION PROCEDURES EFFECTIVE MONDAY, JANUARY 6, 2003

We have reviewed our current inspection procedures and have determined several areas where adjustments **must be made to reduce costs and defer permit fee increases**. The following changes, effective on Monday, January 6, have been made to bring us closer to the inspection procedures you may be familiar with in other jurisdictions. Please direct any comments or questions to Bill Dupler (804-748-1611) or Roger Robertson (804-751-4749).

STRUCTURAL INSPECTIONS

FOOTING inspections will no longer be performed on the same day as requested. Requests for these inspections must be called in the business day before the inspection is needed. We will accept requests for "a.m." or "p.m." inspections. Contractors may contact inspectors direct between 8:00 and 8:30 a.m. on the day of the inspection to discuss when the inspector expects to arrive at the job site. After 8:30 a.m., the supervisor may be contacted.

A separate VENEER inspection will not be required. Exterior sheathing must be fastened and flashing must be installed in accordance with code requirements. Inspection of these items will be conducted during the framing inspection.

A separate PRE-FAB FIREPLACE inspection will not be required. All code compliance issues for the fireplace will be conducted as part of the framing inspection. The chases for pre-fab fireplaces, positioning of the units within the chase, and the installation of required fire blocking will be inspected as part of the framing inspection. Gas-fired appliances associated with fireplaces will be inspected as part of regularly required gas inspections.

ELECTRICAL INSPECTIONS

A separate RANGE inspection will not be required. Connections for drop-in ranges and ovens will be inspected during the final electrical inspection. On occasion, this may require the units to be partially removed to facilitate the inspection of connections during the final electrical inspection.

ELECTRICAL DITCH inspections will no longer be performed the same day as requested. Requests for this inspection must be called in the business day before the inspection is needed. We will accept requests for "a.m." or "p.m." inspections. Contractors may contact inspectors direct between 8:00 and 8:30 a.m. on the day of the inspection to discuss when the inspector expects to arrive at the job site. After 8:30 a.m., the supervisor may be contacted.

PLUMBING INSPECTIONS

SEWER LINE and WATER LINE inspections will no longer be performed on the same day as requested. Requests for this inspection must be called in the business day before the inspection is needed. We will accept requests for "a.m." or "p.m." inspections. Contractors may contact inspectors direct between 8:00 and 8:30 a.m. on the day of the inspection to discuss when the inspector expects to arrive at the job site. After 8:30 a.m., the supervisor may be contacted.